

**MINUTES OF THE MEETING
EEO ADVISORY COMMITTEE/DIVERSITY MEETING
NORTHEAST REGION CONFERENCE CALL - DOC/NOAA/NMFS**

DATE: February 2, 2000

CHAIRPERSON: Dr. Kevin Chu
166 Water Street
Woods Hole, MA 02543-1026
PHONE: 508-495-2367
FAX: 508-495-2258

MEMBERS: John Boreman - Ex-Officio; Jon Rittgers - Ex-Officio; Nick Anderson; Sarah Babson-Pike; Russell Brown; Donna Busch; Sukwoo Chang; Paul Clark; Ingo Fleming; Heather Fletcher; Vincent Guida; Dvora Hart; Lisa Hendrickson; Mel Howarth; George Liles; Cynthia Matteus; Susan Murphy; Dan O'Brien; Jean Partridge; Janeen Quintal; Pie Smith; Linda Stehlik; Marianne Taylor; Fred Thurberg; Michael Vecchione; Stanley Wang
[Refer to the Roster provided for further info.]

MINUTES:

The Northeast Region conference call began at 2:00 PM February 2, 2000. Chairing for Kevin Chu was Lisa Hendrickson, Chairperson of the Policy Committee. A review of the minutes [Jean Partridge, Secretary] for the January 4th conference call and subcommittees were addressed. Discussion by John Boreman RE: the Human Resources Council (HRC) set up as an advisory committee for proposed personnel actions and protocol. Address work environment - are employees getting enough release time for training? Performance awards and EEO Report filed and compared for discrepancy? All aspects of personnel actions should be assessed and have no bias. Training within the Woods Hole Center with John Boreman discussed. Conflict Resolution training is provided at no cost with a class size of 20-30. Training offered from Managed Health Care Unit also discussed. EASC to be contacted re: websites and links.

A. Administration Subcommittee: Janeen Quintal, Chair. EEO compliance and diversity within the workplace discussed within framework of the by-Laws. Address diversity issues as a subcommittee. Original members of the Diversity Council may also serve on other EEODAC subcommittees. A budget will be submitted to the Regional Administrator for combined EEODAC, with a maximum of 30 members, reflecting the general workforce. A Memorandum of Understanding (MOU) signed by each member's supervisor will legitimize the group. Terms and rotation of members were addressed.

B. Policy Subcommittee: Lisa Hendrickson, Chair.

The Policy Subcommittee edited three workplans. It was decided to scrap the survey earlier discussed and to gather instead existing statistics, i.e. women in minorities; Performance Awards, etc. EEO stats as related to EEO policy will be compared. Within the next month or two stats on candidate ratings will be discussed with EASC (Katherine MacArthur).

C. Program Subcommittee: Heather Fletcher, Chair [Sarah Babson-Pike] - Draft workplans re: Community Outreach Programs; Handicap Access; Scholarships for Disadvantaged will be further developed.

D. Personnel Subcommittee: Draft workplans of the Personnel Subcommittee were forwarded electronically - Job Application; Professional Development; and Diversity in Hiring. Members will review plans and send comments to **Pie Smith, Chair**. Handouts were forwarded to committee members following the meeting by Pie re: Options for Expanding Participation of Minority Serving Institutions (11/99); Partnerships With Minority Serving Institutions (12/99); Request Rotational Assignment Program (RAP) Opportunities for FY2000 (1/2000); and NOAA/Diversity Newsletter (Vol. 1, Issue 1).

E. Diversity Issues: George Liles, Chair. Note: The Diversity Committee is not mandated as is the EEO Advisory Committee. [See Policy Subcommittee notes]. Overlapping issues and EEO versus Diversity will be further discussed on March 2, 2000 by Kevin Chu.

F. Other Business: Discussion of training; workforce problems - fairness, advancement, human resource services and programs; expanding links with minority-serving institutions; Rotational Assignment Program; internet related options; newsletters/bulletin boards; EEODAC monthly activities, i.e. Black History Month; tools for members, i.e. "Seven Habits of Highly Effective People" (taped at Headquarters) - Video for Diversity/EEO. One video will be sent to each facility. Woods Hole upcoming presentations for Black History Month addressed. Coordination between our different facilities and work on different projects discussed.

F. Other Action Items: By-laws; MOU's should be completed and signed by supervisors. Final workplans for individual subcommittees should be nearing completion and actions, ideas should be prepared by members for discussion.

G. Next Meeting: March 1, 2000 - 2PM - Teleconference. **Kevin Chu, Chair.**